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:UNITED STATES DEPARTMENT OF AGRICULTURE
:Production and Marketing Administration
: Washington 25, D. C.
:July 6, 1948 Number 141
: PMA PROCEDURE TRANSMITTAL

NOTICE

EMPLOYEE SUGGESTIONS AND CASH AWARDS. This procedure transmittal is devoted exclusively to the new PMA Employee Suggestion and Awards Program. This new program extends to PMA employees the benefit of recent legislation and Orders authorizing the payment of cash awards for adopted employee suggestions. The attached PMA Instructions describe in full the procedure required to submit and process employee suggestions, and to qualify and recommend them for cash awards. Concurrent with the release of these Instructions, a pamphlet entitled "A Message to All Employees," is being sent to each employee in PMA. This pamphlet briefly describes the basic features of the Instructions and contains a special index for convenience in locating detailed provisions of special interest.

FIELD COMMITTEES. PMA Instruction 104.1 (released 2-11-48) provides in Paragraph IV that "the head of each State, CCC or other field Office under the direction of the Branch Director or Assistant Administrator as the case may be, shall establish a committee or designate a representative to administer activities locally under the Management Improvement and Manpower Utilization Program." Committees and representatives have been designated in a majority of PMA field offices. In a number of offices, however, no designation has yet been made. Such committees and representatives are a vital part of the machinery provided for the operation of this program. The heads of field offices are requested to take immediate action to establish a committee or designate a representative in accordance with the provisions of PMA 104.1. Notification of such designations should be sent to the PMA Central Committee through the appropriate Branch (or Assistant Administrator's) committee.

NEW RELEASES

104.2 6-30-48 Supersedes 104.2 (5-28-46)	EMPLOYEE SUGGESTIONS: Establishes PMA policy and authorities and the responsibilities of supervisors, administrative personnel, and Management Improvement and Suggestion Awards Committees in connection with the Employee Suggestion program; prescribes procedure for preparation and submission of suggestions. Remove 104.2, (formerly 104.1), dated 5-28-46 from the Manual and insert 104.2 Revised 6-30-48.
104.4 6-30-48	CASH AWARDS FOR EMPLOYEE SUGGESTIONS: Establishes authorities and responsibilities incident to the Cash Award program, prescribes eligibility requirements and procedure for processing recommendations for cash awards.
104.5 6-30-48 Supersedes 313.1 (4-4-46)	PAY INCREASES AS REWARDS FOR SUPERIOR ACCOMPLISHMENT: Prescribes procedure for recommending pay increases for superior accomplishment by employees (including adopted employee suggestions); sets forth requirements governing eligibility and standards of performance, and establishes responsibilities of supervisors and PMA Management Improvement and Suggestion Awards Committees incident to initiation and processing of recommendations for such

INFORMATION FOR ALL EMPLOYEES
(PLEASE CIRCULATE)

pay increases. Remove 313.1 from the Manual and Insert the new Instruction 104.5, dated 6-30-48 in the "100" series in the Manual.

FORMS MANUAL INSERTIONS

AD-287
5-28-46

WORK IMPROVEMENT PROPOSAL: Arrangements are being made to insure supplies in State Offices and Area Administrative Services Offices. Other Offices, if they have not done so should place requisitions immediately for sufficient supplies from the AS Division Offices. Each Office in PMA is expected to maintain an adequate quantity of this form for use of employees in preparing and submitting employee suggestions under the above procedures. (See Forms Manual Insertion dated 5-28-46, or sample form in pamphlet "A Message to All Employees.")

AD-287-1
6-23-48

REGISTER OF EMPLOYEE SUGGESTIONS RECEIVED: To be prepared by supervisors receiving employee suggestions. Procedure covering use: PMA 104.2. Limited, initial supplies are being shipped to Area Administrative Services Offices and to PMA State Offices. Additional supplies will be shipped as soon as they are available. Other offices, in Washington and the field, should order small quantities immediately from the available AS Division supplies, so that copies are available in every PMA office.

AD-287-2
6-23-48

APPRAISAL REPORT: To be prepared by Secretariat of PMA Central Committee, on basis of data furnished by branch and field committees. Procedure covering use: PMA 104.4.

SPECIAL ATTACHMENT

POSTER

ANNOUNCING THE NEW PMA EMPLOYEE SUGGESTION PLAN. Each recipient is requested to post in a prominent place. Additional posters will be released from time to time.

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U. S. DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION

EMPLOYEE SUGGESTIONS

I GENERAL

This Instruction establishes policies and responsibilities incident to the Employee Suggestion program in PMA and prescribes procedure for processing employee suggestions. The purpose of the program is to provide a medium through which PMA can obtain the benefit of employees' ideas for more efficient operations. All PMA employees, supervisory and non-supervisory, are encouraged to participate in the program. This Instruction applies to employee suggestions, irrespective of any type of award which might be made. When an award is made for an employee suggestion or in recognition of other unusual accomplishment, reference should be made to the applicable Instruction, namely, Instruction PMA 104.3, "Honor Awards," Instruction PMA 104.4, "Cash Awards for Employee Suggesstions," and Instruction PMA 104.5, "Pay Increases as Rewards for Superior Accomplishment."

A Responsibility for Administering Program - The Central, branch, and field Management Improvement and Suggestion Awards Committees will administer the employee suggestion program within their respective areas of jurisdiction. This responsibility was established by Instruction PMA 104.1, "PMA Management Improvement and Suggestion Awards Committees," which contains a complete statement of the functions of the committees for all activities under the Management Improvement and Manpower Utilization program.

B Definition of Terms Used - Where "branch committee," or "field committee," is used in this Instruction, it refers to the branch committee (or committee of the Office of the Assistant Administrators for Production, Marketing or Commodity Credit Corporation) or the field committee (area, State, CCC or other field office) having jurisdiction in the area in which the employee who made the suggestion is employed, or to the Management Improvement and Suggestion Awards representative in areas where no committee was appointed. "Central Committee," is used to designate the PMA Central Management Improvement and Suggestion Awards Committee. "Board" is used to designate the Suggestion Awards Board of the Department.

II POLICY

It is the policy of PMA (1) to conduct its Employee Suggestion program in conformance with Department policy (2) to cooperate fully with the Department toward achieving the objectives of the program, (3) to stimulate the widest possible employee participation in the program, and (4) to obtain for PMA employees the full recognition which their suggestions merit. Copies of correspondence acknowledging, adopting

(II)

and rejecting suggestions shall be placed in the official personnel file of an employee originating a proposal and shall be used in considering any action affecting the employee's status.

III AUTHORITY TO APPROVE OR REJECT SUGGESTIONS

Under no circumstances shall lack of authority be used by any committee as a basis for rejecting a suggestion. The authority to reverse approvals or rejections at lower levels is inherent in the authority of all committees.

A Supervisors - Each suggestion should flow to the supervisor who is directly responsible for the operations affected. If it is within his authority to put the suggestion into effect in operations within the area of his jurisdiction, he has authority to approve the suggestion. This applies even though identical operations are carried on independently in other units. It would not apply if its adoption would force a change in the procedures or records of other organizational units. Supervisors do not have authority to reject a suggestion, but shall recommend rejection to the branch or field committee if their analysis indicates that the suggestion is not acceptable.

B Branch and Field Committees - Generally, the authority of branch and field committees to approve or reject employee suggestions is governed by limits of operating authority at the operating level which the committee represents. Therefore, all suggestions which are beyond the authority of the branch to put into effect or beyond the authority of PMA to put into effect must be sent to the PMA Central Committee.

1 Field Committees - Field Committees have authority to approve or reject any suggestion which is within the authority of the field establishment to put into effect within the area of jurisdiction.. This applies even though identical operations are carried on independently in other field areas. However, if the suggestion affects operations which cross other areas of jurisdiction in the field, (but does not involve operations above the field level) the first committee shall collaborate with the committees representing the other areas of jurisdiction and obtain joint approval of the suggestion.

2 Branch Committees - Branch committees in Washington have authority to approve or reject any suggestion which is within the authority of the branch to put into effect. This applies even

(III B 2)

though identical operations are carried on independently in other branches, bureaus, or agencies.

C Central Committee - The Central Committee is authorized to: (1) take final action on all suggestions which are beyond the authority of branch and field committees, but which do not require approval at the Department level, or approval of another agency or department, (2) recommend for Departmental action all suggestions which are beyond the authority of PMA to approve, or reject such suggestions if the Committee determines that they are not sufficiently meritorious to recommend for approval.

IV PREPARATION AND SUBMISSION OF SUGGESTIONS BY EMPLOYEES

Employees will recognize that well-thought-out ideas, clearly and legibly presented, and with brief but reasonably complete indication of their practical application, will aid in the consideration of their suggestions. Employees in Washington and in the field shall submit suggestions to their immediate supervisors on Form AD-287, AD-287 "Management Improvement Proposal," in an original and two copies. The check list on the reverse side of Form AD-287, should be followed closely to assure proper presentation of the suggestion. Unless typing facilities are not available, the suggestion shall be typed, and in any event must be clearly legible. A suggestion prepared in memorandum form will be given the same consideration as one prepared on Form AD-287, but the form shall be used if available. (Employees making suggestions also note paragraph VII.)

V RESPONSIBILITY OF SUPERVISORS

Regardless of the scope of the suggestion, the supervisor of the employee who makes the suggestion shall date the suggestion, as required by paragraph A below. He shall take all actions required below if the operations affected by the suggestion are within his authority, or if authority to put the operations into effect is beyond the authority of the branch. However, if the operations affected are within the authority of another organizational unit in the branch, or are more closely related to other operations in the branch, the supervisor of the employee shall date the suggestion, then forward it to the supervisor of such organizational unit for review and further action. All supervisory and administrative personnel must handle employee suggestions promptly. Under no circumstances shall they be held in an inactive status.

(V)

A Dating the Suggestion - The date of receipt of the suggestion from the employee shall be recorded on the original and copies of the suggestion by the employee's supervisor. It is important that this date be accurate, as it establishes the beginning of the period within which the suggestion must be adopted to make the employee eligible for a cash award. (See Instruction PMA 104.4, "Cash Awards for Employee Suggestions.")

B Form AD-287 - Entries and signatures required below shall be made on the original and copies of the Form AD-287 submitted by the employee.

1 If the suggestion meets with the supervisor's approval, and it is within his authority to put it into effect, he may do so without higher approval, unless branch policy requires clearance with the branch committee, or with an official at a higher level. If he puts the suggestion into effect he shall complete space 5 A. The supervisor shall not advise the employee at this time regarding action taken. The employee will be advised formally by the appropriate committee regarding final acceptance or rejection of his suggestion.

2 If the supervisor's analysis of the suggestion indicates that it has merit, but it is not within his authority to put it into effect, he shall complete space 5 B.

3 Whether or not the suggestion is within the supervisor's authority to put into effect, he shall complete space 5 C if his analysis of the suggestion is not favorable. This space shall also be used in those cases when the suggestion is so far afield from the supervisor's responsibilities that an analysis was not attempted. In the latter circumstances, the supervisor shall so indicate and submit the suggestion without analysis.

4 If the action or recommendation made is not of such nature that it should be recorded in space 5 A, B or C, space 5 D shall be completed.

C Supporting Memorandum - The supervisor shall prepare for the suggestion file a memorandum in an original and two copies giving a brief summary of his analysis upon which his action or recommendation is based.

D Form AD-287-1 - The supervisor shall complete (original and one copy) spaces 1, 2, 4, and 5, on this form and indicate in space 6

(V D)

the name of the first official above himself through whom the suggestion is routed to the branch or field committee.

E Transmittal of Suggestion to Committee - The supervisor shall retain the second copy of the suggestion and his supporting memorandum and sort the original and first copies of the suggestion, supporting papers, copies of memorandums, and so forth (except the Form AD-287-1) into two separate files and put each in a folder. All requirements above have provided an original and one copy in addition to the copy retained by the supervisor. If any supporting data submitted by the employee or accumulated by the supervisor is available in an original or one copy only, such papers should be included in the original folder. Both the original and copy of the AD-287-1 shall be included in the original folder. The supervisor shall then send both the original and the copy folder to the branch committee (for suggestions originating in Washington) or to the field committee (for suggestions originating in the field) through regular administrative channels. Each official through whom the suggestion is sent shall review it from a broad general viewpoint, as well as from the viewpoint of his own operations if they are affected, before forwarding it to the next official, or the appropriate committee. The name of the person to whom it is forwarded and the date shall be indicated in space 6 on both the original and copy of Form AD-287-1 by each person who reviews the file.

1 Dissenting Opinions - It is the responsibility of each reviewing officer where practicable, to discuss any difference of opinion which he may have in the analysis with the suggestor's supervisor and with all persons who have reviewed the file. Where agreement is not reached between all such persons, those having a dissenting opinion from the analysis shall prepare and insert in the original and copy folders a memorandum explaining in what respects they do not concur in the analysis. If no dissenting or qualifying opinion is contained in the file, the committee will assume that all officers who reviewed the file, as indicated in space 6 on Form AD-287-1 concurred in the conclusions of the supervisor who made the analysis.

VI COMMITTEE ACTIONS

In reviewing, evaluating, and processing employee suggestions, branch and field committees shall operate in accordance with applicable authorities and responsibilities as contained in PMA Instruction 104.1, "PMA Management Improvement and Suggestion Awards Committees". (Also see paragraph III B of this Instruction.) It is the responsibility

(VI)

of all committees to act promptly on suggestions and to take such action as is necessary to assure that all suggestions are kept in an active status until finally approved or rejected.

A Recommendation for Approval - Committees are expected to exercise their full authority in approving or rejecting suggestions and, except in unusual cases, to refer the suggestion to the next committee only when it is not within their authority to approve or reject. In these cases, written recommendation for approval or rejection including statement of all factors considered and justification for conclusions reached, shall be prepared in an original and one copy for the two suggestions folders.

B Record of Other Action - A justification for any action other than a recommendation for approval shall be prepared, in an original and one copy (one for each suggestion folder) by each committee which reviews the suggestion. If the suggestion originated in the field and final action was taken by the branch committee, the copy of the justification shall be sent to the field committee for inclusion in their copy folder.

C Advice to Employee - Each committee through which a suggestion is sent shall notify the employee by memorandum of the action which has been or will be taken. An original and three copies of the memorandum shall be prepared in order that a copy will be available for each of the suggestion folders; the third copy shall be sent to the employee's official personnel file. The memorandum shall clearly identify the suggestion and state definitely whether it is:

1 Being referred for final action,

2 Approved and already in effect,

3 Approved and will be put into effect (immediately or when the necessary procedure has been developed),

4 Subject to deferred decisions for administrative or legal reasons,

5 Rejected. (In these cases, the reasons for rejection must be given.)

D Transmittal - When a cash award or meritorious pay increase is recommended at the same time a suggestion is originally processed, the original and copy folders for cash awards or the original only for pay

(VI D)

increases, must be transmitted to the Central Committee through Committee channels. (See Instructions PMA 104.4, "Cash Awards for Employee Suggestions," and PMA 104.5, "Pay Increase as Rewards for Superior Accomplishment.") Otherwise, the following procedure applies.

1 Suggestions Originating in Field

a If final action is taken by a field committee, the original suggestion folder and completed original AD-287-1 shall be retained and the copy folder with the completed copy of the AD-287-1 shall be sent to the appropriate branch committee in Washington.

b If the suggestion is referred to the branch committee in Washington, the field committee retains the copy folder and sends the original folder with both the original and copy of the AD-287-1 to the Washington Committee.

(1) If final action is taken by the branch committee, the copy of the AD-287-1 shall be completed by the branch committee and sent to the field committee to complete their record.

(2) If the branch committee refers the suggestion on to the Central Committee for action, the branch committee retains only the copy of the AD-287-1. After final action is taken, the Central Committee shall advise the branch committee how to conform their copy of the AD-287-1. The branch committee shall prepare an extra copy of the AD-287-1 and send it to the Field Committee.

2 Suggestions Originating in Washington

a If final action is taken by the branch committee, the original and copy of both the suggestion folder and the AD-287-1 shall be retained.

b If the suggestion is referred to the Central Committee for final action, the original AD-287-1 shall be transmitted with the original suggestion folder. The copy folder and the copy of the AD-287-1 shall be retained by the branch committee. The Central Committee shall advise the branch committee regarding final action taken, in order that their copy of the AD-287-1 can be completed.

(VI)

E Final Notification to Employees - The committee which takes final action shall advise the employee in accordance with paragraph VI C and send a copy of the memorandum to the employee's official personnel file. A copy of the memorandum shall also be placed in each of the suggestion folders.

F Completion of Record on Form AD-287-1 - It is the responsibility of the commitee which takes final action on a suggestion to complete the record on this form. When the copy of the form has been retained by a lower committee, the committee which takes final action shall notify such committee of the entries to be made to conform the copy to the original.

G Responsibility for Maintenance of Completed Files - The responsibility for maintenance of completed files, as shown on Exhibit A, conforms with the operating requirements of this Instruction. It is shown in tabulated form in Exhibit A for the purpose of clarification and convenience.

VII REQUESTS FOR REVIEW OF REJECTED SUGGESTIONS

An employee whose suggestion is rejected may request a review if he believes the suggestion has not been fully understood or if new evidence is available that indicates the proposal is feasible, or if he believes for other reasons that the suggestion merits reconsideration. Employees may request such review through the supervisory and committee channels established by this Instruction, or direct to the Central Committee or any branch or field committee.

* * *

CHART SHOWING CUSTODY OF COMPLETED EMPLOYEE SUGGESTION FILES *

(Type of suggestion, described in terms of where suggestion originated and where final action was taken, is included in the "Field Committee" column.)

Field Committee (FC) Has Custody of:	Branch Committee (BC) Has Custody of:	Central Committee (CC) Has Custody of:
ORIGINATING IN FIELD		
(1) When Final Action Was Taken By FC:		
Original folder	Copy folder	No file
Original AD-287-1	Copy AD-287-1	No file
(2) When Final Action Was Taken by BC:		
Copy folder	Original folder	No file
Copy AD-287-1, which BC completed and returned to FC	Original AD-287-1	No file
(3) When Final Action Was Taken By CC:		
Copy folder	No file	Original folder
Copy AD-287-1, which BC prepared from their copy and sent to FC	Copy AD-287-1, conformed to completed original	Original AD-287-1
ORIGINATING IN WASHINGTON		
(1) When Final Action Was Taken by BC:	Original and copy folders	No file
(FC has no file)	Original and copy of AD-287-1	No file
(2) When Final Action Was Taken by CC:	Copy folder	Original folder
	Copy AD-287-1, conformed to completed original	Original AD-287-1
(FC has no file)		

* Not including additional papers accumulated if an award was made; See instructions PMA 104.4 and PMA 104.5.

U. S. DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION

CASH AWARDS FOR EMPLOYEE SUGGESTIONS

I GENERAL

Congress has authorized the payment of cash awards for meritorious suggestions which result in more efficient or more economical administration, or in better service to the public. Such awards to PMA employees will be governed by policy and requirements established by Secretary's Memorandum No. 1048, Revision 2, dated November 7, 1947, and in accordance with standards and procedures established by the Suggestion Awards Board of the Department.

A Responsibility for Administering Program - The Central, branch, and field Management Improvement and Suggestion Awards Committees will administer the program within their respective areas of jurisdiction. This responsibility was established by Instruction PMA 104.1, "PMA Management Improvement and Suggestion Awards Committees," which contains a complete statement of the functions of the committees for all activities under the Management Improvement and Manpower Utilization program.

B Definition of Terms Used - Where "branch committee," or "field committee," is used in this Instruction, it refers to the branch committee (or committee of the Office of the Assistant Administrators for Production, Marketing or Commodity Credit Corporation) or the field committee (area, State, CCC or other field office) having jurisdiction in the area in which the employee who made the suggestion is employed, or to the Management Improvement and Suggestion Awards representative in areas where no committee was appointed. "Central Committee," is used to designate the PMA Central Management Improvement and Suggestion Awards Committee. "Board" is used to designate the Suggestion Awards Board of the Department.

II ELIGIBILITY AND PARTICIPATION

Any employee who makes a suggestion which is adopted for use in the Department on or after August 2, 1946, and which has resulted or will result in improvement or economy in the operation of an individual agency or of the Department as a whole by way of monetary savings, increased efficiency, conservation of property, improved employee working conditions, better service to the public, or otherwise, shall be eligible for consideration for a cash award. A former employee (or his estate) is also eligible for awards for suggestions made while in the service of the Department. All employees, supervisory and non-supervisory are eligible to participate in the suggestion program. (See Instruction PMA 104.2, "Employee Suggestions.")

(II)

A Exceptions

1 No award shall be paid to any employee for any suggestion which represents a part of the normal requirements of the duties of his position. Accordingly, employees will not be paid cash awards for suggestions which normally may be expected in connection with projects, subjects, or specific problems assigned to the suggestor, or for any other situations which are in line of the regular duty of the employee.

2 No suggestion shall be used as the basis for both a cash award and for an in-grade promotion for superior accomplishment. (See Instruction PMA 104.5, "Pay Increases as Rewards for Superior Accomplishment.")

3 No award shall be paid for any suggestion which is not adopted for use within two years from the date the suggestion was received unless the time is extended for the individual suggestion before expiration of a two year period, or unless the suggestion is resubmitted by the employee at the expiration of a two year period, provided that the total period shall not exceed five years from the date the original submission was received.

III AMOUNT OF AWARDS

A cash award shall be in addition to the regular compensation of the recipient, and the acceptance of such cash award shall constitute an agreement that the use by the United States of the suggestion for which the award is made shall not form the basis of a further claim of any nature upon the United States by the employee, his heirs, or assigns. No single award shall be for less than $10 nor more than $1,000. When a suggestion is determined to be meritorious and is adopted solely or primarily because it will result or has resulted in the saving of money, the amount of the award shall be based on the amount of the annual estimated savings in the first year of operation in accordance with the following table, unless for special reasons the Board, with concurrence of the Secretary, determines that a different amount is justified. Such exceptions will be governed by limitations prescribed in Executive Order 9817.

CASH AWARDS FOR EMPLOYEE SUGGESTIONS

(III)

Savings	Awards
$1 - $1,000	$10 for each $200 of savings with a minimum of $10 for any adopted suggestion.
$1,000 - $10,000	$50 for the first $1,000 of savings, and $25 for each additional $1,000 of savings.
$10,000 - $100,000	$275 for the first $10,000 of savings, and $50 for each additional $10,000 of savings.
$100,000 - or more	$725 for the first $100,000 of savings, and $100 for each additional $100,000 of savings; provided that the maximum award for any one suggestion shall not exceed $1,000.

When a suggestion is adopted primarily upon the basis of improvement in operations or services, the Board taking into account the Committee's recommendations, will determine the amount of the award commensurate with the benefits anticipated from the suggestion. If experience in operation under the adopted employee suggestion reveals a larger saving than anticipated, the employee is eligible for an additional award commensurate with the larger savings, based on the table above.

IV PROCEDURE FOR MAKING CASH AWARDS

A Responsibility of Committees - Each Committee (or special representative) which authorizes the adoption of an employee suggestion is responsible for appraising the value of the suggestion in the Committee's area of jurisdiction and for recommending a cash (or other) award, based on the criteria set forth in Paragraph II and the schedule of awards set forth in Paragraph III. Any adopted suggestion may be recommended for a cash award by either the field, branch or Central Committee.

B Submission of Recommendation - Recommendation for a cash award (1) should, wherever possible, accompany the original suggestion when approval of the suggestion is recommended, (see Paragraph VI D of Instruction PMA 104.2, "Employee Suggestions"), but (2) may be made separately at any time after approval of the suggestion. Recommendations under (2) will include any suggestions which did not appear sufficiently valuable when adopted to warrant a cash award but which experience in operation revealed to have more value than originally anticipated, or any cases in which complete appraisal was purposely delayed for any reason. All recommendations for cash awards shall flow through the appropriate branch (or Assistant Administrator's) committee to the PMA Central Committee.

CASH AWARDS FOR EMPLOYEE SUGGESTIONS

(IV)

C Preparing the Recommendation - Cash awards are based on appraisal of the value of adopted suggestions. Recommending memorandums (Original and one copy) must contain such detailed information as a dollar estimate of savings in manpower, materials, space or other applicable factors. The memorandums should also include an explanation of the method of calculation employed and a statement on the intangible value and scope of the suggestion. The Central Committee must use this information as a basis for the preparation of the "Appraisal Report," AD-287-2, required by the Department Suggestion Awards Board. The Forms Manual Insertion of this form will give an idea of the information necessary for a sound appraisal of the value of the suggestion. AD-287-2

1 When Award is Not Warranted - When the committee responsible for appraisal, determines that recommendation of a monetary award is not warranted, or should be deferred for further study, the Committee shall prepare and submit a memorandum in an original and one copy (one for each of the suggestion folders) containing a brief explanation. Careful follow-up should be maintained on such deferrals in order to insure consideration for cash award. These cases may be reopened at any time.

D Central Committee Action - The Central Committee is responsible for:

1 Evaluation of all suggestions submitted to it for approval or recommended for cash award and preparation of final "Appraisal Report," Form AD-287-2 based on its investigations and data submitted by branch and field committees.

2 Determining the amount of award when it does not exceed $25.00. In these cases, the Committee shall clear the recommendation with the Executive Secretary of the Board for form and adequacy of funds within the Department's limitation. No awards or announcements of proposed awards shall be made prior to such clearance.

3 Recommending to the Board the amount of proposed awards in excess of $25.00. (The Board will determine the amount of such award and notify the Committee. Prior to such notice, no announcement regarding their recommendation shall be made by the Committee.)

CASH AWARDS FOR EMPLOYEE SUGGESTIONS

V NOTIFICATION OF COMMITTEES AND EMPLOYEES

The Central Committee is responsible for notifying the employee through Committee channels regarding final decision by the Board, and for advising interested committees in order that they can complete their record on the AD-287-1. Copy of notification to the employee shall be sent to the employee's official personnel file. Copies of such notifications, as well as copies of memorandums advising interested committees, shall be placed in each suggestion folder.

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U. S. DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION

PAY INCREASES AS REWARDS FOR SUPERIOR ACCOMPLISHMENT

I PURPOSE

This Instruction prescribes procedures for recommending pay increases for PMA employees for superior accomplishment, as authorized under the Management Improvement and Suggestion Awards program.

II RESPONSIBILITY FOR ADMINISTERING PROGRAM

The designated Central, branch, and field Management Improvement and Sugesstion Awards Committees will administer the program within their respective areas of jurisdiction. This responsibility was established by Instruction PMA 104.1, "PMA Management Improvement and Suggestion Awards Committees," which contains a complete statement of the functions of the committees for all activities under the Management Improvement and Manpower Utilization program.

B Brief Terms Used for Committees - Where "branch committee," or "field committee," is used in this Instruction, it refers to the branch committee (or committee of the Office of the Assistant Administrators for Production, Marketing, or Commodity Credit Corporation) or the field committee (area, State, CCC, or other field office) having jurisdiction in the area in which the employee who made the suggestion is employed, or to the Management Improvement and Suggestion Awards representative in areas where no committee was appointed. "Central Committee," is used to designate the PMA Central Management Improvement and Suggestion Awards Committee.

III ELIGIBILITY

Pay increases of one salary step for superior accomplishment may be granted to permanent employees (including those serving under war service indefinite, temporary indefinite, and emergency indefinite appointment and temporary appointment pending certification of eligibles, who are paid on a per annum basis in accordance with the salary scales of the Classification Act of 1923, as amended) at any time during the regular period for automatic within-grade pay increases.

A Restrictions

1 No such pay increase may be made which would raise the employee's salary above the maximum for his grade.

2 No employee may receive more than one such increase within the period of 12 or 18 months which must elapse between regular within-grade pay increases. (The granting of a pay increase for superior accomplishment does not change in any way the waiting period established for regular within-grade pay increases.)

(III A)

3 The increase should be made with reasonable promptness, and in no event later than two years after the period of accomplishment or service on which it is based.

4 The increase must be within the limits of available appropriations.

5 If a grade promotion resulting in a salary increase has been granted since the cause for a pay increase for superior accomplishment occurred, no pay increase for the accomplishment shall be granted in the new grade.

IV STANDARDS OF PERFORMANCE

A Criteria - The following criteria shall be applied to each case to determine whether or not the employee has performed service deserving the special pay increase.

1 Quantity and quality of work production, for a period of at least three months, that substantially exceeds the requirements for an "excellent" efficiency rating, and merits special recognition among those eligible for such a rating.

2 Initiation (by employee suggestion, or otherwise) of an idea, method, or device, over and above the normal requirements of the position, that has been adopted because it is expected to reduce costs or improve the public service.

3 An individual act or service in the public interest, related to official employment but beyond the requirements of the employee's position, and of an unusual or distinctive character.

B Nonqualifying Activities - Such general considerations as long and faithful service, punctuality, cooperation, and performance of voluntary overtime are not proper bases for special pay increases. Neither should a pay increase be substituted for a promotion to a higher grade. Likewise, improper classification of position is not a sufficient justification for a superior accomplishment pay increase.

C Employee Suggestions - No employee suggestions shall be used as the basis for both a cash award and for an in-grade promotion for superior accomplishment. (See Instruction PMA 104.4, "Cash Awards for Employee Suggestions.")

V YEARLY QUOTA

PMA is authorized to make one pay increase as a reward for superior accomplishment per calendar year for each 250 permanent employees on the rolls as of June 30 of the preceding fiscal year. As far as practicable, these special pay increases will be equally distributed among branches and staff offices of PMA according to this quota.

VI PROCESSING OF RECOMMENDATIONS

The paragraphs below include responsibilities and authorities incident to effecting a pay increase for superior accomplishment.

A Supervisory Officials - It is the responsibility of all supervisory personnel in Washington and the field to familiarize themselves with the requisites for superior accomplishment awards, in order that they will recognize employee performance which should be reported, and to report promptly all instances of outstanding service by employees under their supervision.

1 Conformance with Technical Requirements - Prior to preparation of the recommendation, the supervisor shall advise the appropriate personnel office of the contemplated recommendation. The personnel office shall make a thorough check to ascertain whether such a pay increase meets the technical requirements set forth in paragraph III, and advise the supervisor in writing whether the pay increase is permissible from that viewpoint.

2 Submission of Recommendations - Each recommendation (in memorandum form) shall include a statement of the regular duties of the employee concerned and shall show in a clear and concise way the accomplishment of the employee and all factual information on which the recommendation is based, keeping in mind the standards mentioned in paragraph IV above. Field supervisors shall submit recommendations to the field committee in an original and two copies, each with a copy attached of the personnel office's prior approval for conformance with technical requirements. Supervisors in Washington shall submit them to the branch committee in an original and one copy. In all cases, the supervisor shall retain a copy. (If a supervisor's recommendation is rewritten by any committee, a copy shall be sent to the supervisor and, if a branch committee rewrites a field recommendation to the field committee.)

PAY INCREASES AS REWARDS FOR SUPERIOR ACCOMPLISHMENTS

(VI)

B Branch and Field Committees - These committees are responsible for reviewing all recommendations for superior service awards which originate within their respective areas of jurisdiction and for ascertaining that all requirements and criteria governing recommendations for awards are met. They are authorized to reject or to give their approval of recommendations which originate within their jurisdiction.

1 Rejections - If the committee does not approve the recommendation, a memorandum to the supervisor shall be prepared in an original and two copies stating why the recommendation was not approved. A copy of the memorandum shall be sent to the appropriate personnel office for inclusion in the employee's official personnel file. If a branch committee rejects a recommendation which was approved by a field committee, an extra copy of the memorandum shall be prepared for the field committee. In all cases, the committee which rejects a recommendation shall retain the original of the recommendation (and all copies received with the original), together with a copy of their memorandum.

2 Approved Recommendations - It is the responsibility of branch and field committees to assure the completeness of recommendations, including all necessary supporting data. Field committees shall indicate official committee approval on the original and all copies of the supervisor's recommendation, retain one copy and send the original and one copy to the branch committee. For both field and Washington recommendations, the branch committee shall indicate official committee approval on the original and copy of the recommendation, retain the copy and send the original to the Central Committee. (If the pay increase is in recognition of an approved employee suggestion, and the Central Committee does not have the original suggestion folder, the committee which has the original folder (see Exhibit A of Instruction PMA 104.2, "Employee Suggestions") shall attach it to the recommendation.) No recommendations shall be approved unless they meet established standards and criteria. (See paragraph III.)

C Central Committee - The Central Committee is authorized to give final administrative approval to all recommendations originating in Washington or the field, and may change the type of award to be recommended that is, recommend a cash award instead of a pay increase recommended by a lower committee, or vice versa. The committee is responsible for maintaining records to insure that PMA does not exceed its quota of superior accomplishment awards, and for determining finally that the accomplishment for which the pay increase is recommended meets the established standards and criteria. (See paragraph IV.)

(VI C)

1 Rejections - If the Central Committee disapproves a recommendation, a memorandum shall be prepared (original and three copies to field committees; original and two copies to branch committees) stating why the recommendation was not approved. The Committee shall retain a copy of their memorandum and the original recommendation, and send the original and other copies of the memorandum to the branch committee. If the memorandum is addressed to a field committee rejecting a field recommendation, the branch committee shall retain a copy and send the original and one copy to the field committee. Branch and field committees shall retain the original memorandum, and send the copy to the employee's official personnel file.

2 Approved Recommendations - For approved recommendations, the Committee shall prepare a memorandum to the Chief, Personnel (PE) Division, recommending processing of the superior accomplishment award. The format in Exhibit 5, page 85, Title 8, Department of Agriculture Administrative Regulations, shall be followed. The committee shall retain one copy and send an original and four copies to the PE Division. The Central Committee shall also send a memorandum to the employee advising him that the recommendation has been approved. A copy of the memorandum shall be sent to the employee's official personnel file, and to each branch and field committee through which the recommendation was processed.

D Personnel Division - The PE Division in Washington shall obtain final approval from the Director of Personnel for all pay increases which fall within the exceptions contained in paragraph 170, page 84, of the Department Administrative Regulations. Personnel officers are responsible for checking recommended pay increases for employees within their area of jurisdiction for conformance with established technical requirements. (See paragraphs III and VI A 1.)

1 Effecting the Pay Increase - If the approved pay increase is for an employee within the employment jurisdiction of the PE Division in Washington, it shall take action to effect the increase upon receipt of the memorandum from the Central Committee. If the increase in pay is for a field employee, the PE Division shall retain the four copies of the remorandum from the Central Committee and forward the original to the appropriate field personnel officer. In all cases the original of the recommendation from the Central Committee shall be sent to the employee's official personnel file.

2 Reports to Civil Service Commission - The PE Division in

(VI D 2)

Washington shall report pay increases for both Washington and field employees to the Civil Service Commission, through the Director of Personnel, as required by paragraph 169 d, page 82, Title 8, Administrative Regulations. The report shall be released when the necessary personnel notification (SF-50) has been completed. One copy of the report shall be sent to the Central Committee for completion of their file. The original and three copies, with a copy of the Central Committee's recommendation attached to each, shall be sent to the Director of Personnel.

VII EMPLOYEE SUGGESTION RECORD

If the pay increase was based upon an employee suggestion which was approved by a branch or field committee, the Central Committee shall return the original suggestion folder to the committee responsible for its custody. Each committee which has a copy of the AD-287-1 (See Exhibit A of Instruction PMA 104.2, "Employee Suggestions.") shall complete the record on the AD-287-1, "Register of Employee Suggestion Received," to reflect the superior accomplishment pay increase.

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